

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. 704-2PAGE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

DHMH ENVIRONMENTAL HEALTH ADMINISTRATION

Bureau of Air Quality and Noise Control
Office of the Director

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>DIRECTOR'S CORRESPONDENCE FILES</u> File series includes correspondence with Department of Health and Mental Hygiene, other State Agencies, Federal Agencies, County and City Air Pollution Control Agencies, and industrial firms.	Retain for three (3) years, then destroy.
2.	<u>BAQNC ADMINISTRATIVE FILE</u> This file series, used throughout the bureau, contains correspondence, abstracts of meetings, announcements of association meetings and some minutes (informational copies) of associations pertaining to Air Pollution. Also included are budgets, vouchers and financial statements for the bureau. Arranged alphabetically by subject.	Retain for ten (10) years. Transfer to a State Records Center after five (5) years.
3.	<u>ORGANIZATIONAL AND MANAGEMENT FILES</u> This file series contains administrative directives, policies and procedures issued by this office, and five-year plans for the department and bureau.	Retain permanently after supersession, except five-year plans which may be retained for ten (10) years and then destroyed.
4.	<u>PERSONNEL FILES</u> One file for each employee containing general information such as promotions, efficiency ratings, and grievances; personnel time sheets, general personnel information and sign-in, sign-out sheets.	Retain in office while active. Transfer inactive files to State Records Center for five (5) years retention, then destroy. Retain Sign-in, Sign-out sheets for one (1) year, then destroy.

Schedule approved by Department, Agency or Division Representative


SignatureDirector, Bureau of Air Quality
Control

Title

June 7, 1978

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

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5.	<p><u>LEGISLATION FILES</u></p> <p>Files contain copies of laws and regulations, legal opinions of the Attorney General, court actions and General Assembly bills.</p>	<p>Legal opinions of the Attorney General are retained permanently. Retain all other material for three (3) years in office and three (3) years in a State Records Center, then destroy.</p>
6.	<p><u>EPA GENERAL ACTIVITY AND GRANT FILES</u></p> <p>This file series contains correspondence to and from the Federal Environmental Protection Agency regarding grants, fellowships, organization, budgets and functions. Grants are awarded yearly to each county and state APC agencies.</p>	<p>Retain in office for five (5) years. Transfer to a State Records Center and retain for five (5) additional years, then destroy.</p>